

MassWorkforce Issuance

Workforce Issuance No. 14-52

☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: June 20, 2014

Subject: **Subsequent Eligibility for ITA Training Provider Courses**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of **subsequent eligibility for ITA training provider courses**. This Issuance replaces MassWorkforce Issuance Policy No. 13-40, dated June 25, 2013.

As was the case last year in 2013, DCS will provide reports to local boards to use in determining subsequent eligibility. ***DCS will not do any updating to the database.*** It will be up to the local boards to make the decision to update or not update each of the courses in their area, and to then make the appropriate status change in MOSES, as they have experience and contact with the local training institutions.

DCS will provide two Crystal Reports (attached) for local boards to use to make their determinations. The ITA Performance MOSES Data and ITA Performance Provider Data reports are designed to be run locally (with Crystal Report software version 9 or higher).

The ITA Performance Provider Data report (Attachment A) selects ITA approved courses with an approval end date between April 1, 2014 and December 31, 2014 and with at least one enrollment in the course during the past year. This report will show courses that are “Approved”; i.e. they meet the completion (70%) and

entered employment (60%) rate minimums, and those courses that do not, i.e. there is no performance data to consider or data resulting in rates below the minimum or no recent performance data on file. The report lists courses by Provider and shows Completions, Dropouts and Entered Employments for each course from the latest year of performance information submitted by the provider to MOSES.

In addition, the report will show licensure and accreditation information** for each provider, as it currently appears in the database. WIBs are responsible for verifying the accuracy of this information before they approve the course.

The **ITA Performance MOSES Data Report** (Attachment B) selects enrollments in an approved ITA course for the selected WIB Area. It shows an array of summarized statistics for each course including, Completion Rate, Exits, Exclusionary Exits, Entered Employments, Entered Employment Rate, Average Wage, Attained Credential and Training Related information. The report will prompt the reviewer for a date range that will be used to select participants enrolled in a course during that time period; i.e. with an enrolled date on or before the last day of the date range entered and with either no course completion or with a course completion within the date range.

Local reviewers should use these reports to analyze performance for local ITA courses and make any necessary adjustments to the course approval (or denial) designations by logging into MOSES and updating the approval/denial status and/or end dates. **(Please refer to Attachment C for instructions on updating course approvals in MOSES.)**

References: MassWorkforce Information Issuance 04-68, *Process for Determination of Training Course Initial and Subsequent Eligibility for the Provision of Training Services to Individual Training Account Recipients under Title I of the Workforce Investment Act, Plus Q&A*, 8/31/2004.

Action

Required: Please assure that all staff responsible for reviewing ITA courses for approval/denial are informed of the content of this policy.

Inquiries: Please direct all inquiries to Leslie Abramowitz: 413-499-2220 ext. 220 - labramowitz@detma.org. Please reference this Issuance number with your inquiry.

**** Training institutions appearing on the ITA list must have valid and current operating licenses. Information on school licensure is available at the Division of Professional Licensure (<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/>) or the Department of Education.**

Attachments:

Attachment A: ITA Performance Provider Data Report
Attachment B: ITA Performance MOSES Data Report
Attachment C: Instructions for Updating Course Approvals in MOSES